Sub-Revised procedure for reporting the expenditure incurred on the personnel trained in the A.N.P. and reimbursement of the amount from the UNICEF.

READ :—

1. Circular No. DPC 85 DTR 69 dated 21th June 1969.
2. Circular No. DPC 133 DTR 69 dated 23rd October 1969.

PREAMBLE :—

In the Circular cited first above, information regarding the requirements and conditions of training of officials, and non officials, role of the training authorities, place of training etc., are mentioned in detail. In the circular cited second above, the financial and other related aspects of training including the procedure for reimbursement have been clarified.

Under the existing procedure, the expenditure incurred on the T.A. and D.A. paid to the officials and non-officials in connection with their training in the A.N.P. is met initially by the State Government and later on it is reimbursed by the UNICEF. As the T.A. is debitable to the same head as the salary, the expenditure incurred on the training of the several categories of Government servants in A.N.P. is debited to the concerned heads of accounts of the respective Departments or offices from which the officials are deputed for training at the Administrative Training Institute or the Rural Development Training Centres. The Block Development Officers have to collect the particulars of such expenditure incurred on T.A. and D.A. paid to the trainees from several offices from which they were deputed and record the same in the prescribed form to enable them to prefer the claim with the UNICEF. The present procedure of obtaining the information from the Block Development Officers and some other reporting officers regarding the amount of T.A. and D.A. paid to the personnel trained in A.N.P. during each quarter and preferring the claim with the UNICEF. for all the training courses held during each quarter at all the training centres will not be suitable hence forth as the UNICEF has intimated that the claims for reimbursement by the State Government should be preferred within a period of Six months at the end of each such course. Further from the past experience it is observed that the present procedure of obtaining the particulars of expenditure incurred from the Block Development Officers and the offices from which the officials or officers are deputed for training and of preferring the claims with the UNICEF. for each quarter for all the training course held in all the Training Centres not only involves elaborate correspondence with the reporting offices but also entails abnormal delay in obtaining the required information from the reporting offices. Besides UNICEF authorities have categorically stated now that the claims by the State Government should be made as per the revised procedure and that delayed claims would not be entertained. An assurance has also been given to the UNICEF authorities that the claims in respect of the reimbursement of the expenditure incurred with effect from 1st April 1974 in the State in the training of the several categories of personnel in the A.N.P. will be preferred with the UNICEF. separately for each course of training within a period of six months from the date of closure of such individual course.

In view of the foregoing reasons Government has decided that the existing procedure relating to the drawal and disbursement of T.A. and D.A. to the trainees and furnishing of information to the Development, Housing, Panchayat Raj and Co-operation Department for preferring the claims with the UNICEF. for reimbursement of the expenditure incurred on the training of the official and non-official in the A.N.P. should be revised.

ORDER NO. DFC 13 ANT 73, BANGALORE DATED 25TH JANUARY, 1974.

In partial modification of the Government Circular No. DFC 85 DTR 69 dated 21th June 1969 and No. DPC 133 DTR 69 dated 23rd October 1969 it is hereby directed that the following revised procedure may be followed by all the officers connected with the implementation of the A.N.P. in the state in regard to the training of the personnel in the A.N.P., payment of T.A. and D.A. to the officials and non-officials trained in A.N.P. etc.

1. The revised procedure will come into force with effect from 1st April 1974.

2. No training in the A.N.P. for any category of persons at any of the training centres should be conducted without the prior sanction of this Department. This is because prior approval of the UNICEF is necessary for conducting every training course in A.N.P. Necessary details for this purpose will be obtained by this Department from the concerned training centres and furnished to the

UNICEF for giving clearance for conducting the several courses of training. It is only after such clearance is obtained from the UNICEF the training in any course could be conducted.

3. All the officials and non-officials are required to be trained, as a general rule at the following training centres only :—

(a) Administrative Training Institute, Mysore.
(b) Rural Development Training Centre, Dharwar.
(c) Rural Development Training Centre, Bagalkot.
(d) Rural Development Training Centre, Gangavathi.
(e) Rural Development Training Centre, Mandya.
(f) Rural Development Training Centre, Kudige.

4. The officers responsible for reporting the expenditure incurred on T.A. and D.A. paid to the officials and non-officials deputed for training at the Administrative Training Institute, Mysore and at the Rural Development Training Centres to the Development, Housing Panchayati Raj and Co-operation Department shall be (1) the Director, Administrative Training Institute, Mysore, (2) The Principals of the respective Rural Development Training Centres.

5. (*a*) The T.A. admissible as per rules in the K.C.S.R. both for the forward and return journeys and D.A for the halts at the training Centres in the context of A. N. P. training will be drawn and disbursed to the Government servant whether Gazetted or Non-gazetted at the training centres only.

(*b*) All the drawing officers should clearly note that no portion of the expenditure on T. A. and D. A in connection with their training in A. N. P. should be met out of the allotments sanctioned to their respective offices or Institutions, from which such officials or non-officials are deputed.

(*c*) The existing procedure of payment of T. A. and D. A. admissible to the non-officials at the training centres only as per the instructions contained in the manual on the A. N. P. blocks may be continued to be allowed from 1st April 1974 also.

(*d*) The basis for payment of T. A. and D. A. to the trainees shall be the salary certificates obtained by the non-Gazetted Government servants from their drawing officers declarations made of salary drawn in the case of Gazetted Government servants and the rates of T. A. and D. A. admissible to non-official trainees as per the instructions contained in the mannual of the A. N. P. blocks Volume I. Full particulars such as the basic pay, Special pay if any drawn by the Government servant as required in rule 151 K. C. S. Rs. should be clearly furnished in the salary certificates and declarations so that the T. A. and D. A. admissible to the trainees can be calculated and paid to the trainees at the training centres without any difficulty. The trainees should also furnish the particulars relating to the journeys performed to the Principals of the Rural Development Training Centres, Other Training Centres, if any and the Director, Administrative Training Institute, Mysore as the case may be.

6. Payment of advance of T. A. to the Government servants in the officer from which such Government servants are deputed for training in A. N. P. is prohibited. No portion of the expenditure incured on T. A. and D. A. paid to the trainees in the context of their training should be debited to the

allotment of the office from which the Government servants whether gazetted or non-gazetted are deputed for training. The entire expenditure in this connection should be debited to the allotments made available to Director, the Administrative Training Institute and Principals of the Rural Development Training Centre, from this Department only.

7. The trainees will be paid T. A. as on tour for the forward journey on the day on which they report themselves for training at the training Centres. The entire D. A. admissible to the trainees may be paid in one lump on the day on which they report themselves for training at the training centres or as soon as possible provided the period of the training does not exceed one week. Wherever the period of training exceeds one week, the D. A. admissible to the trainees may be paid in convenient instalments in advance. The T. A. for the return journey also equivalent to the amount paid for the forward journey will be paid to the trainees at the training centre on the evening of the last day of training.

8. The funds required to meet the expenditure on the T. A. and D. A. of all the officials and non officials trainees, by the Director Administrative Training Institute, Mysore and Principals of Rural Development Training centres of Mandya, Kudige, Dharwar, Bagalkot and Gangavathi will be made available to them by this Department.

9. Within fortnight after the completion of each course of training in their respective training centres the Director, Administrative Training Institute, Mysore, the Principals of Rural Development Training Centres are required to furnish to this Department a statement in three sets as in the Annexure 'A' to this Order indicating the reference to this Department's letter number and date with which the particular course of training was sanctioned, the name of the block/institution/office from which a particular trainee or categories of trainees are deputed for training, category of person trained, the number of personnel trained, the dates and duration of training, the rates and amounts of T. A. and D. A. paid to the trainees etc.

10. The Heads of Departments such as the Directors of Animal Husbandry and Veterinary Services, Fisheries, Horticulture and State Nutrition Officer will arrange for the training of the officials and non-officials in the respective programme of training at the Rural Development Training Centres so that the T. A. and D.A. of such personnel also may be paid by the Principals of such training centres. Wherever such arrangements for training the officials and non-officials at the Rural Development Training Centres are not possible, training in their respective Departments may be arranged in a few selected centres so that they may be able to collect without any difficulty the required information on the expenditure incurred on the training of the officials and non-officials in the A. N. P. from their respective departmental officers who disbursed T. A. and D. A. to the trainees and forward the statements in respect of each course in three sets to this Department with in a period of one month from the date of closure of each course of training for preferring the claim with the UNICEF.

11. Whenever the training courses in medical, horticulture, poultry and fisheries are held at places outside the jurisdiction of the Rural Development Training Centres the State Nutrition Officer, the Director of Horticulture, the Director of Animal Husbandry, the Director of Fisheries are required to provide funds to their respective training centres out of their own departmental budget provisions and obtain particulars as in Annexure 'A' from the officers in charge of their respective training units in respect of each course of training within a fortnight after the close of each such course and send to this Department

statemant as in Annexure 'B' in triplicate within a period of one month after the close of each course held at each training unit under their control.

12. (*a*) The T. A. and D. A. admissible to the medical fishery, poultry, and horticultural personnel also will be drawn and disbursed to them as per rules at the respective training centres only.

(*b*) The expenditure to be incurred on the medical, poultry, fishery and horticultural personnel on account of their T. A. and D. A. in connection with their training in A. N. P. should be met out of the funds provided to the training centres by the respective Heads of Departments.

(*c*) No portion of the expenditure on T. A. and D. A. payable to medical poultry, fisheries, horticultural trainees should be met out of the grants provided to the offices from which such personnel were deputed for training.

13. In each T. A. bill presented at the Treasury for claims arising on and after 1st April 1974 a certificate should be recorded by all the drawaing officers of the Departments of Revenue, C. D. and N. E. S., Education, Agriculture, Horticulture, Fisheries, Animal Husbandry and Veterinary Services, Poultry, Health Services and Family Planning at the Taluk level and District level excepting the Director, Administrative Training Institute Mysore, Principals of the Rural Development Training Centres of Dharwar, Bagalkot, Ganeavathi, Mandya, Kodige and the officers in-charge of the training institutions for A. N. P. for Fisheries, Horticulture, Poultry and medical personnel that the amount claimed in the bill is not for payment of T. A. and D. A. in connection with the training in the A. N. P.

14. This issues with the concurrence of the F.D. *vide* U O. No. 12 0/2 dated 5th October 1973 in relaxation of the normal rules of payment of T. A. and D. A. as in clause (2) of Ar.. 84 of K. F. C.

By Order and in the name of the Governor of Karnataka,

S. VENKATESH,
Secretary to Government,
D. H. P. C. Department.

443

ANNEXURE-'A'

Statement showing the expenditure incurred on T. A. and D. A. paid to the trainees in A. N. P.

(*a*) Name of the training institution and place..... .....

(*b*) Name of the Course..... .....

(*c*) Letter No. and date in which the training course is approved by the D.H.P.C. Dept.

Sl. No.	Category of personnel trained	No. of persons to be trained in accordance with the approval conveyed by the DHPC Department	No. of persons already trained in the previous courses.	No. of persons trained during the present course.	Name of the Block or institution or office from which the trainees are deputed for training	Duration of the training	Date of commencement of the course date on which it ended	Amount paid towards T.A. (a)	Amount paid towards D.A. (b)	Total
1	2	3	4	5	6	7	8	9		10

Singnature of the Officer-in-charge of the Training Centre.

ANNEXURE- B'

Statement showing the expenditure incurred on T. A. and D. A. paid to the Medical/Horticulture/Poultry/Fishery Personnel in A.N.P.

(a) Name of the Department.....

(b) Name of the training Institution & Place at which training was held.....

(c) Name of the course.....

(d) Letter No. & Date in which the training course is approved by the D H.P.C. D pt.

Sl. No.	Category of personnel trained	No. of persons to be trained in accordance with the approval conveyed by the DHPC Dept.	No. of persons already trained in the previous courses	No. of persons trained during the present course	Name of the block or institution or office from which the trainees are deputed for training	Duration of the training	Date of commencement of the course and date on which it ended	Amount paid towards		Total
								T.A.	D.A.	
1	2	3	4	5	6	7	8	9		10

Signature of the State Nutrition Officer/Director of Horticulture/Director of Animal Husbandry/Director of Fisheries.